

Hebron Baptist Church

Employment Opportunity

Administrative Assistant Executive and Lead Pastor Offices Regular Full Time – 40 hours per week

Job Objective

- Provide overall administrative support to the Executive and Lead Pastor's Office, serves as lead to Ministry Assistants, coordinator of all church-wide events on campus, Supervisor to the receptionist and front office area, serves as Wedding Coordinator, manages church cemetery, provides administrative support for Hebron's Five standing teams, and maintains Ministry Platform for Executive and Lead Pastor's Office.

Qualifications

- 3-5 years Administrative support experience
- Executive level administration experience a plus
- Must be able to keep information confidential
- Must be kind and able to interact well with others
- Demonstrate good judgment and decision-making skills
- Attention to detail is a must
- Must have excellent verbal and written skills
- Proficient with Microsoft Office Suite
- Experience with database management system or ability to learn computer systems quickly
- Must be flexible

Special Demands

- Must be able to sit for long periods of time
- Must be able to lift at least 25 pounds

Job Duties and Responsibilities

- Provide administrative support to the Executive and Lead Pastor's Office
- Coordinates all church-wide events on campus
- Reconcile and process financial duties
- Serve as lead to Ministry Assistants
- Attend and conduct required weekly and monthly meetings
- Supervisor to the receptionist and front office area
- Coordinator of all church-wide events on campus
- Serve as wedding coordinator for church
- Manage church cemetery
- Provide administrative support for Hebron's five standing teams

Hebron Personnel Policy:

1. Except as noted below, all employees are required to be members of Hebron Baptist Church and are expected, along with their family members, to be active in the various ministries of Hebron.
2. All employees are required to be faithful tithers to the Lord's work through Hebron Baptist Church. Tithing is the practice of giving ten percent of one's income to the Lord through the Church.
3. Approval may be given by the Administrative Pastor on a case by case basis to non-exempt staff that may serve in Operations, Weekday Preschool, and Paid Childcare not meeting the above criteria. In these cases the employee will be required to be a Christ Follower and an active member of an approved Bible believing church.
4. Every employee of Hebron Baptist Church must be equipped to share their Christian testimony, to pray, and to minister to those in need.
5. Employees must adhere to Hebron's Statement of Faith.
6. Personal conduct must be in accordance to Biblical standards as applicable for this position.

Staff Level: Administrative

Benefits: Full Benefits

Internal applicants must complete an Internal Job Application

Contact Human Resources at 770.962.3671 for more specific information regarding this position.

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